

**CITY OF SANDY SPRINGS
GENERAL GOVERNMENT SERVICES
TASK ORDER**

Title:	Public Works	Task Order Number:	PW-FY20-01
Applicable CLIN:	0003, 0007, 0008	Issue Date:	
Period of Performance:	July 1, 2019 – June 30, 2020		
Issued To:			
Requirements (SOW Reference):	WBS 8.0 – WBS 12.4 ¹		
Workload			
<i>Item and Quantity</i>			
Traffic Engineering (WBS 8.1)			
301 centerline miles of roadway maintained in the City			
Approximately 25 work orders for traffic maintenance issued daily			
Approximately 50 work orders for road maintenance issued daily			
Approximately 1-2 plats reviewed weekly			
Approximately 2-3 safety audits performed weekly			
Approximately 2-3 unsafe condition reports investigated daily			
Approximately 212 traffic services work orders completed per month			
Traffic Management Center (WBS 8.2)			
Traffic monitoring managed 24 hours per day, 7 days per week by on-call employees, including monitoring up to 81 cameras at key intersections			
Approximately 38 after hours calls per month			
Traffic Studies (WBS 8.3)			
On major roadways in the City such as Roswell Road, turn movement counts are taken approximately every 2 years. There are 25 signalized intersections on Roswell Road that are split into 2 segments.			
Turn movement counts are taken for AM, lunch and PM peak traffic times. Counts are taken through cameras and recorded from approximately 6:00 AM to 7:00 PM depending on the location.			
Traffic counts are taken for all intersections in the City within a 3-year period. There are additional intersection improvements and traffic calming issues that require different kinds of studies that include traffic counts and other data.			
Various traffic studies require different types of equipment and analysis is an additional cost requiring specific request			
Approximately 1-2 reviews of accident data daily			
Approximately 20 field investigations daily			
Traffic Signal Maintenance(WBS 8.4)			
136 stop and go traffic signals			
29 flashing school beacons, 25 with radar speed feedback			
56 intersection and other flashing beacons			
Striping (WBS 8.5)			
301 centerline miles of pavement in the City			
Sign Maintenance (WBS 8.6)			
20 Inspections monthly, 1 report monthly			
Transportation Planning (WBS 9.0)			
Annual capital program			

¹ WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order.

Staff will coordinate with regional planning partners as needed related to capital, TSPLOST and other projects encumbered with federal funds and other funding sources
Strategic Planning (WBS 9.1)
Quarterly monitoring report on project status and financial information
Monthly report on project management
Monthly report on real-time data for cost of planning and construction design
Monthly report on amendments and adjustments for increases and decreases in funding and grant funded projects with attention to reimbursable projects from all entities
Operational Planning (WBS 9.2)
Quarterly reports for planned operations and activities for the next 90 days and activities and accomplishments for the past 90 days
Right-of-Way (WBS 9.3)
Approximately 301 centerline miles of rights-of-way owned by the City
Up to 70 permits issued for curb-cuts, utility use and location and private use of City rights-of-way per month (approximately 8 utility permits issued per month)
Approximately 6 utilities companies
Approximately 15 telecommunications operations
Approximately 20 subcontractors involved in City rights-of-way use
Approximately 10 utility construction concerns addressed weekly
Approximately 10 active utility construction permits over 500' inspected daily
Staff will manage right-of-way acquisition/negotiation directly and through managing consultant performance related to both capital and TSPLOST project delivery
Relationship Coordination (WBS 9.4)
Approximately 1-5 public meetings per month to determine transportation solutions to include capital projects
Mapping Support (WBS 9.5)
Coordinate as needed with GIS staff to update planning maps and public meeting graphics/supporting documentation for both capital programmed projects
Plan Review (WBS 9.6)
Participate in development plan review meetings for capital project-impacted developments as needed
Stormwater Management (WBS 10.0) – Construction and Project Management (WBS 10.1)
Approximately 20-30 projects managed at any one time
City-Owned Infrastructure Management (WBS 10.2)
1,193 detention ponds in the City, 46 ponds identified as City maintenance responsibility
625 dry weather outfalls in the City's stormwater system
4,725 drains or catch basins in the City right-of-way
4,467 structures on private property are attached to City's stormwater system
4,625 pipes in the drainage system in the City rights-of-way, equaling 64 miles of pipe
Approximately 20 inspections of stormwater infrastructure weekly
Approximately 2-3 enforcement issues relating to stormwater infrastructure weekly
Approximately 132 storm drains cleaned per month
Regulatory Compliance (WBS 10.3)
Approximately 20-25 contacts with regulatory agencies monthly in connection with stormwater infrastructure
Communication with the public regarding stormwater and clean water programs as required
Field Services (WBS 11.0)
Approximately 207 field services work orders completed per month
Approximately 41 road repairs made per month

Pavement Management (WBS 11.1)
301 centerline miles of pavement in the City
Utility Coordination (WBS 11.2)
Coordinate with approximately six (6) utility companies and 15 telecommunications operations operating in the City for capital improvement projects
Relocate and place utility equipment throughout the City as required
Administer the City's Utility Permit program
Right-of-Way Maintenance (WBS 11.3)
Approximately 40-260 miles of property to be mowed and maintained monthly; plant maintenance for all intersections, interchanges and interstates within the City on a daily, bi-weekly and monthly basis
Street sweeping and debris removal performed monthly; approximately 14 tons of debris removed monthly; average trash removal of over 916 (55 gallon bags) monthly
Bridge Maintenance (WBS 11.4)
Maintain over 22 bridges in the City; construction, preliminary inspections, repairs and testing performed monthly
Emergency Road Services (WBS 11.5)
Approximately 10-20 emergency repairs performed monthly (emergency repairs vary by seasons)
Tree removal, repair of potholes, light poles and signs
Capital Improvement Program (WBS 12.0) – PM/CM Services (WBS 12.1)
Over 60 capital projects, including design, paving, intersections, street construction, stormwater, GDOT grant projects and parks
Coordinate with City's financial staff to ensure proper reporting of expenditures
Prepare routine Capital Program updates to Mayor and City Council and City management
Coordinate with City's communications staff for capital website updates and program collateral pieces
Support City's financial staff in preparing documents for annual audits of program per IGA with Fulton County
Contract Compliance (WBS 12.2)
Approximately 60-85 capital construction projects
Approximately 10-15 Georgia Department of Transportation (GDOT) contracts
Approximately 3-5 Community Development Block Grant (CDBG) contracts
Emergency and Disaster Planning and Response (WBS 12.4)
Approximately 1 practice session conducted per month
Approximately 2-5 activities coordinated with local, state and federal agencies per month
Manage emergency response materials and equipment as required to support operations
Train staff to meet disaster response preparedness standards established by the City
Provide staff to support City-wide Emergency Operations Center coordinated activities
Approximately 2-5 calls received regarding emergency preparedness per month
Approximately 1 meeting per month

Deliverables		
In addition to the specific data item descriptions below, for all WBS elements under Public Works, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Traffic Services (WBS 8.0) - Traffic Engineering (WBS 8.1)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Project Management Plan	DI-COSS-GS-009	Monthly
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Traffic Management Center (WBS 8.2)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Signal Status and Repair Report	DI-COSS-GS-0011	Monthly
Traffic Studies (WBS 8.3)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Traffic Signal Maintenance (WBS 8.4)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Striping (WBS 8.5)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Sign Maintenance (WBS 8.6)		
Inspections Report	DI-COSS-GS-028	Monthly
Repairs Report	DI-COSS-GS-029	Quarterly
Transportation Planning (WBS 9.0) - Strategic Planning (WBS 9.1)		
Planning Activities Report	DI-COSS-GS-012	Annually
Monitoring Report	DI-COSS-GS-013	Quarterly
Operational Planning (WBS 9.2)		
Activity Report	DI-COSS-GS-014	Quarterly
Right-of-Way (WBS 9.3)		
Performance Report	DI-COSS-GS-003	Weekly
Miles and Refuse Report	DI-COSS-GS-015	Monthly
Relationship Coordination (WBS 9.4)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Stormwater Management (WBS 10.0) - Construction and Project Management (WBS 10.1)		
Stormwater Strategy and Implementation Report	DI-COSS-GS-016	Monthly
Performance Report	DI-COSS-GS-003	Weekly
Deliverables		
Performance Report	DI-COSS-GS-004	Monthly
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
City-Owned Infrastructure Management (WBS 10.2)		
Stormwater Project Report	DI-COSS-GS-017	Annually

Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Stormwater Emergency Preparedness Report	DI-COSS-GS-018	Annually
Private Property Inspection Report	DI-COSS-GS-019	Monthly
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Regulatory Compliance (WBS 10.3)		
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Field Services (WBS 11.0) - Pavement Management (WBS 11.1)		
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Utility Coordination (WBS 11.2)		
Resident Resolution Report	DI-COSS-GS-020	Monthly
Utility Project Progress Report	DI-COSS-GS-021	Monthly
Right-of-Way Maintenance (WBS 11.3)		
Right-of-Way Maintenance Report	DI-COSS-GS-022	Monthly
Bridge Maintenance (WBS 11.4)		
Bridge Inspection and Maintenance Report	DI-COSS-GS-023	Monthly
Emergency Road Services (WBS 11.5)		
Emergency Road Service Report	DI-COSS-GS-024	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Capital Improvement Program (WBS 12.0) - Project Management/Construction Management Services (WBS 12.1)		
Subcontractor Progress Report	DI-COSS-GS-010	Weekly
Performance Report	DI-COSS-GS-004	Monthly
Contract Compliance (WBS 12.2)		
Performance Report	DI-COSS-GS-004	Monthly
Emergency and Disaster Planning and Response (WBS 12.4)		
Emergency Preparedness Report	DI-COSS-GS-027	Monthly
Performance Standards <i>(completed by Offeror)</i>		
Special Considerations		
Key personnel:	<i>ENTER NAME HERE, Stormwater Services Unit Manager; ENTER NAME HERE, CIP Unit Manager; ENTER NAME HERE, Traffic/ Transportation Unit Manager; ENTER NAME HERE, TMC Manager and ENTER NAME HERE, Field Services Unit Manager</i>	
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.	
Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.	

General Government Services Task Order
Public Works

[illegible]

² See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1
TO PUBLIC WORKS
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work